



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

WATER QUALITY PROGRAM MANAGER

Class No. 004725

■ CLASSIFICATION PURPOSE

To plan, direct, and manage the Department of Public Works Water Quality Program; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class allocated only to the Department of Public Works. Under the direction of the Deputy Director, Public Works, the Water Quality Program Manager is responsible for the operational activities of Water Quality Programs, including Stormwater Management, Watershed Protection, and Project Clean Water.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Interprets Federal, State, and local laws and regulations affecting water quality programs .
2. Coordinates complex program activities with other governmental agencies and private entities.
3. Assists the executive team in establishing and implementing departmental goals, objectives, and strategic plans.
4. Establishes, and implements organizational policies and procedures for water quality.
5. Directs and supervises the work of program staff.
6. Monitors the effectiveness of all departmental policies and procedures, and makes revisions or recommendations for improvement as appropriate.
7. Serves as an expert in the area of water quality.
8. Ensures compliance with existing rules and regulations regarding local water quality.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern management principles.
- The science and technology involved in the implementation of water quality programs.
- Federal, State, and local regulatory codes regarding water quality programs.
- Contract negotiation and administration methods.
- Principles, practices, and methods of budgetary and fiscal management.
- Purchasing and contract administration.
- Principles and practices of supervision.
- Report preparation and presentation.
- Data collection, analysis, and display.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, coordinate, and direct multidisciplinary work efforts.
- Supervise and motivate administrative, professional, technical, and/or clerical personnel.
- Work effectively in complex, sensitive situations.
- Communicate effectively both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in public administration, public health, environmental health, or a closely related field AND seven (7) years of increasingly responsible experience in a service delivery program, including operational program planning and analysis, two (2) years of which must have been at the managerial/supervisory level; OR,
2. A Master's degree from an accredited college or university in public administration, public health, environmental health, or a closely related field AND five (5) years of increasingly responsible experience in a service delivery program, including operational program planning and analysis, two (2) years of which must have been at the managerial/supervisory level.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward movement of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Occasional field work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: December 14, 2001
Revised: Spring 2003
Revised: June 9, 2004

Water Quality Program Manager (Class No. 004725)

Union Code: MA

Variable Entry: Y